**Interim Course Report template**

The following template is to be used for Interim Course Reporting.

**Interim Course Report**

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| **Course title** |  |
| Academic session |  |
| Name of Course Leader |  |
| Current Professional, Statutory and Regulatory Body (PSRB) details (where applicable) |  |
| Nature of any collaborative arrangement |  |
| Advanced Standing Agreement(s)  (where applicable) |  |
| Last periodic course review (PCR) date |  |
| Next periodic course review date |  |

## Checking everything is in place and appropriate

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|  | **Confirmation of accuracy and appropriateness and summary of changes required** |
| Definitive course and module information on CourseLoop, and placement award information where applicable |  |
| Curriculum map, assessment schedule, and assessment and feedback plan |  |
| Information on course finder and in prospectus |  |
| Information on NOW: |  |
| Student timetable |  |
| Learning resources |  |
| Assessment arrangements |  |
| For collaborative courses: |  |
| Operation of the course at the collaborative centre |  |
| Collaborative legal agreement(s)  (where applicable) |  |
| Advanced Standing Agreement(s)  (where applicable) |  |
| Information on partner website(s)  (where applicable) |  |

1. **Response to feedback**

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| --- | --- | --- | --- | --- |
| **Issues arising from external examiner feedback** | **Specific action** | **Who is leading** | **How achievement will be judged** | **Intended completion date** |
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| **Positive feedback from external examiner** |
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| **Issues arising from student feedback** (including the most recent NSS and internal module and course surveys) | **Specific action** | **Who is leading** | **How achievement will be judged** | **Intended completion date** |
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| **Positive feedback from students** |
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| **Issues arising from staff feedback** | **Specific action** | **Who is leading** | **How achievement will be judged** | **Intended completion date** |
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| **Positive feedback from staff** |
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**3. Course Development Plan progress**

The Course Development Plan should be considered as part of interim monitoring and reporting. Progress on the plan should be recorded and any actions arising from this end-of-cycle monitoring should be added to the plan where appropriate.

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| **Policy owner** | |  |  |
| CADQ | |  |  |
|  |  |  |  |
| **Change history** | | |  |
| *Version:* | *Approval date:* | *Implementation date:* | *Nature of significant revisions:* |
| Sept 2016 | 30.09.16 | 01.10.16 | N/A |
| Sept 2017 | 12.09.17 | 01.10.17 | Included explicit requirement to reflect on relevant student survey results |
| March 2018 | 17.04.18 | 17.04.18 | Removed Course Development Plan template from this supplement (now included in QHS 6B)  Included space for summary and reflections on positive feedback from staff, students and external examiners  Removed specific requirement to reflect on progression and achievement data in the template |
| Sept 2018 | 12.09.18 | 01.10.18 | None |
| Sept 2019 | 11.09.19 | 01.10.19 | None |
| Sept 2020 | 23.09.20 | 01.11.20 | Updated student feedback prompt to explicitly include NSS and internal module and course surveys |
| Jan 2021 | 02.12.20 | 06.01.21 | Course Operational Document prompt updated to reference appendices: curriculum map, assessment schedule, and the assessment and feedback plan |
| Sept 2021 | 07.09.21 | 01.10.21 | None |
| Sept 2022 | 22.09.22 | 01.10.22 | None |
| Sept 2023 | 14.09.23 | 01.10.23 | None |
|  |  |  |  |
| **Equality Analysis** | | |  |
| *Version:* | *EA date:* | *Completed by:* |  |
| Sept 2016 | N/A |  |  |
|  |  |  |  |